
In order to facilitate an employee's transition to retirement, the Division will endeavor to employ successful applicants on a temporary contract for the remainder of the school year in which the teacher retires.

Procedures:

1. The Transition to Retirement Program is a Division-sponsored plan developed to assist teachers with the transition to retirement.
2. Approval of a teacher's request to participate in the plan is the responsibility of the Superintendent or designate in consultation with the teacher's school administration.
3. In order to participate in the Transition to Retirement Program, teachers and administrators shall retire from the Division upon being accepted into the program. Teachers or administrators will be offered a temporary contract for the remainder of the school year in which the teacher retires.
4. Applications must be received by the Superintendent or designate prior to November 30th, for teachers retiring December 31st, or prior to December 20th for teachers retiring January 31st.
5. It is the responsibility of the teacher to communicate directly with ATRF (Alberta Teachers' Retirement Fund) to ensure any offered temporary contract timeline does not affect pension disbursements.

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Reference: Section 33, 52, 53, 68, 196, 197, 204, 214, 215, 216, 222, 225 Education Act
Employment Standards Act
Labour Relations Code
AP 414 – St. Thomas Aquinas Roman Catholic Schools